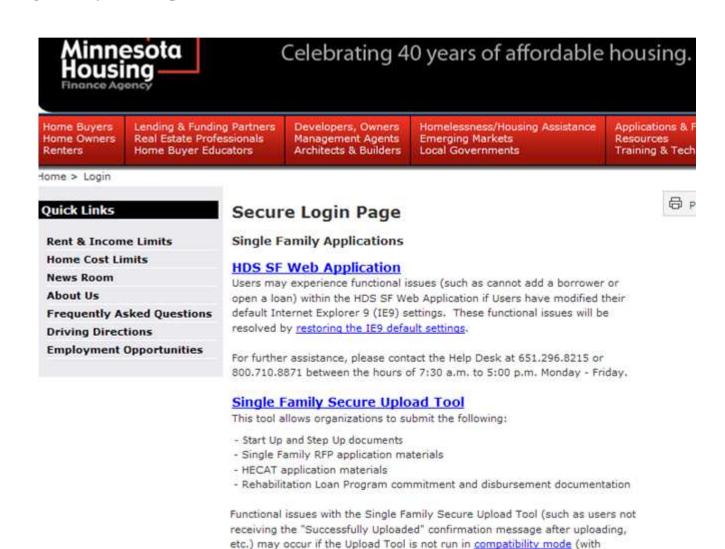Single Family Start Up and Step Up Documents Upload
Single Family Standard Application Request for Proposal (SF RFP) Upload
Single Family Homeownership Education, Counseling and Training Fund (HECAT) Upload
Single Family Rehabilitation Loan Program (RLP) Upload

# Instructions

The Single Family Secure Upload Tool allows lenders, administrators, and counselors a fast and easy way to securely submit their documents for Start Up and Step Up, application materials for the Single Family RFP and HECAT as well as their loan documentation for the Rehabilitation Loan Program.
Minnesota Housing no longer accepts faxed interim forms for the Start Up and Step Up programs, faxed or emailed application materials for the Single Family RFP or HECAT, or emailed loan documentation for the Rehabilitation Loan Program.

1. On Minnesota Housing's website login page (http://www.mnhousing.gov/login/index.aspx), click on **Single Family Secure Upload Tool.**

2. Enter your E-Mail address, agree to the Terms and Conditions, then click on <u>Sign In</u>.

### Welcome to the Single Family Upload Utility

E-Mail Address

jane.doe@nonprofit.com

Please enter your email address to continue

☑ I agree to the Terms and Conditions

**Sign In**

By accessing and logging into the secure upload utility, I hereby certify that I am authorized partner of Minnesota Housing and that unauthorized access is prohbited by law.

Terms of Service | Privacy Policy | Instructions | Contact Us

3. Once logged in, enter appropriate information in Organization Name.

   **Please note:   Do not include <u>any</u> punctuation in your Organization Name, such as a period or a comma.**
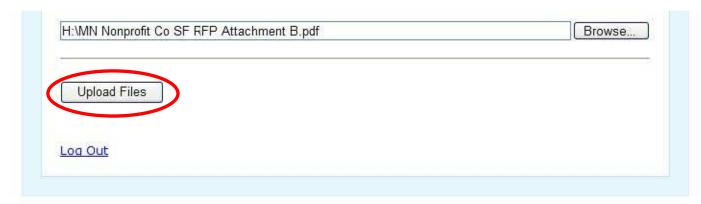
   <u>For Start Up or Step Up</u>:   Enter your Organization Name, the borrower last name, and the name of the document.   (Example:   BestBank Smith Interim Commitment)

   <u>For Single Family RFP or HECAT</u>:   Enter your Organization Name and SF RFP or SF HECAT as applicable. Abbreviate the organization name if necessary.   (Example:   MN Nonprofit CO SF RFP)

   <u>For RLP</u>:   Enter Organization Name, the borrower last name, and RLP. (Example:   Minnesota CAP Smith RLP)

### Minnesota Housing Secure Upload Utility

**Welcome, jane.doe@nonprofit.com**                                           ❷ Instructions

Organization Name: MN Nonprofit Co SF RFP

REQUIRED: Please enter your associated development name or organization name

**Allowed File Types:**

- Word Document (.doc/.docx)
- Rich Text Format (.rtf)
- Adobe PDF (.pdf)
- Excel Spreadsheet (.xls/.xlsx)
- Excel Spreadsheet Template (.xlt)
- Comma Seperated Spreadsheet (.csv)
- JPEG Image (.jpg)
- GIF Image (.gif)

Please Select Files

[                                                                    ] Browse...

[                                                                    ] Browse...

4.  See allowed file types on the Upload page.
    Please note:  The RFP Standard Application and Supplements must be sent as Word document file types <u>only</u>.

5.  To select a file for upload, click on the <u>Browse</u> button.  Name each attachment so it is easily distinguished from the other attachments (Attachment A, Attachment B, etc.).  You will be selecting files from your local hard drive or network.

6.  To select additional files, click the <u>Browse</u> button on the next line.

7.  Once all files are selected, click on the <u>Upload Files</u> button.



8.  A box will appear confirming <u>All files successfully uploaded</u>.